

Role	Chairperson	Vice-Chairperson	Secretary	Treasurer
Role Description	<p>To lead the Club in the direction set by the Committee in a manner which enhances the Club in the local community to be the best of grassroots football in Suffolk.</p> <p>The Chairperson should enforce the Club philosophy and set the highest possible standards of behaviour for the Committee, Managers, players, parents and supporters to adhere too.</p>	<p>To provide support and appropriate coverage to the Chairperson in driving the Club in the direction set by the Committee in a manner which enhances the Club in the local community to be the best of grassroots football in Suffolk.</p>	<p>To be the administrator for the Club ensuring adherence to all League and FA rules and policies.</p> <p>The Secretary has full signatory authority for the Club in all League and FA matters.</p>	<p>To manage the Club accounts and maintain suitable records in line with good not-for-profit organisations fiscal practices.</p> <p>To ensure the liquidity and security of the Club's account is protected at all times.</p>
Key responsibilities	<ol style="list-style-type: none"> 1. Chair of committee meetings 2. Fiscal responsibility of the Club including budgeting and control of spend 3. Local community partners liaison e.g. School, Village Hall, Sports and Social, Parish Council 4. Support the Welfare Officer in matters of Adult welfare issues 5. Troubleshooting of Adult team issues 	<ol style="list-style-type: none"> 1. Chair of committee meetings when the Chairperson is unavailable 2. Setting standards for Manager development in terms of coaching techniques and player management 3. Support the Welfare Officer in matters of Youth welfare issues 4. Troubleshooting of Youth Team issues 	<ol style="list-style-type: none"> 1. To be the first point of contact to outside agencies including.... <ul style="list-style-type: none"> • FA & Suffolk FA Officials • League Officials • Other Football Club Officials 2. Registration of Teams with respective Leagues including Cup competitions 3. Payment of Fines and ensuring collection from players through Managers 4. Ensure all Stowupland Falcons F.C. competitions and sections (i.e. Youth Boys, Youth Girls & 5 aside) are Affiliated with Suffolk FA before the required date each Season 5. Administer all Club correspondence 	<ol style="list-style-type: none"> 1. To keep accurate records of all incoming and out going moneys pertaining to the Club 2. Ensure Players subscriptions are received and recorded 3. To ensure any Invoices and/or Club expenditure is settled in-line with the suppliers Terms & Conditions 4. Process approved Expense forms 5. Present a monthly report on the clubs financial dealings over the previous month, at each committee meeting 6. Ensure the Clubs accounts are audited at the end of each financial year 7. Present the audited records at the Annual General Meeting.
Fiscal Authority	<p>Club signatory – bank account Expenses approval Spend approval < £100 with no prior Committee approval Spend approval >£100 with prior Committee approval</p>	<p>Club signatory – bank account Expenses approval Spend approval < £100 with no prior Committee approval Spend approval >£100 with prior Committee approval</p>	<p>Club signatory – bank account Expenses approval Spend approval < £100 with no prior Committee approval Spend approval >£100 with prior Committee approval</p>	<p>Club signatory – bank account</p>

Role	Welfare Officer	Charter Standard Officer	Football Development Officer	Club Development Officer
Role Description	<p>Protect and assure the welfare of all players and Managers within the Club.</p> <p>To enforce current child protection policies and work with relevant Players, Managers, and Parents when issues are reported.</p> <p>Proactively provide support to Managers when issues are notified.</p>	<p>Manage the Clubs adherence to the FA Charter Standard requirements.</p> <p>Ensure we attain and maintain the level as directed by the Committee.</p>	<p>Management of the pathway of players from youth into adult football.</p> <p>Promotion of the player development in both adult and youth teams</p>	<p>Set and create a plan for the development of the Club over a rolling 5 and 10 year period as directed by the Committee.</p> <p>Development includes both the facilities and financial aspects of the Club.</p> <p>Act as the Commercial Director of the Club in working with potential partners, patrons, and sponsors of the Club.</p>
Key responsibilities	<ol style="list-style-type: none"> 1. Work in collaboration with the FA Welfare Officer in the investigation of issues 2. Ensure the club is enforcing all the required welfare protection policies and provide appropriate briefings to Managers 3. Attend appropriate FA training and seminars relating to Welfare issues 	<ol style="list-style-type: none"> 1. Working with Suffolk FA ensure the Club carries out the annual healthcheck 2. Ensure that all managers and coaches meet the minimum requirement for Charter Standard 3. Book course and ensure Manager sign appropriate Club agreements 	<ol style="list-style-type: none"> 1. Work with senior youth Managers to ensure pathway from youth to adult is offered to players 2. Work with Adult section managers to identify players ready for development to a higher level 3. Work with youth managers to identify issues and opportunities for development within their team 	<ol style="list-style-type: none"> 1. Work with partners to put in place a facilities development plan for the Club 2. Identify funding opportunities for the Club
Fiscal Authority	None	None	None	None

Role	Adult Section Officer	Youth Section Officer (x2)	Fundraising Officer	Football Foundation Officer
Role Description	<p>Drive the highest level of football within the adult section in line with the Club's aspirations and constraints.</p> <p>Develop a training and management style within the Adult teams which attracts, retains and develops players.</p>	<p>Drive the highest level of football within the youth section in line with the Club's aspirations and constraints.</p> <p>Develop a training and management style within the youth teams which attracts, retains and develops players.</p>	<p>Manage the fundraising activities for the Club to maintain the lowest possible level of player subscriptions whilst provide the best possible kit and equipment for the teams.</p>	<p>Manage and promote the foundation section of the Club (Saturday Morning Club primarily) to ensure a constant influx of enthusiastic players at Under 8 or 9.</p>
Key responsibilities	<ol style="list-style-type: none"> 1. Represent the Adult teams at committee 2. Ensure all adult managers collect subscriptions and fines 3. Drive the adult section to develop players and teams to the highest possible level achievable 4. Select new Adult managers 5. Mentor and advise adult managers 	<ol style="list-style-type: none"> 1. Represent the Youth teams at committee 2. Ensure all youth managers collect subscriptions and fines 3. Work with youth managers and teams where help and assistance is requested or identified by committee 4. Select new Under 8 managers in conjunction with the Football Foundation officer 5. Mentor and advise youth managers 	<ol style="list-style-type: none"> 1. Establish a small working group to organise and drive fundraising activities 2. Set a target for fundraising 3. Set a purpose for fundraising 4. Work with local community organisations to promote the Club and drive wider fundraising for the community 5. 	<ol style="list-style-type: none"> 1. Run a Saturday morning Club which accepts players of all abilities from age 4 to 9. 2. Form a team from the Club for the next season 3. Participate in the appropriate festivals or friendlies in readiness for the new season 4. Identify possible manager for the new teams and work with the youth section officers to select
Fiscal Authority	None	None	<p>Spend approval < £50 with no prior Committee approval</p> <p>Spend approval >£50 with prior Committee approval</p>	None

Role	Kit and Equipment Officer	Sports & Social Club Officer	Village Hall Officer
Role Description	<p>Manage and maintain the kit and equipment that are the Club's assets.</p> <p>Constantly challenge suppliers to provide the best possible service and quality to the Club</p>	<p>Drive the requirement of the Football Club within the Sports and Social Club to ensure the facilities provided are the best we have.</p>	<p>Represent the Football Club on the Village Hall Management Committee.</p>
Key responsibilities	<ol style="list-style-type: none"> 1. Manage the purchasing and distribution of kit 2. Maintain an equipment asset register 3. Recommend purchase of equipment to Committee 4. Purchase on behalf of the committee 5. Ensure kit purchases form teams are in line with current kit style 	<ol style="list-style-type: none"> 1. Represent the football Club at Sports and Social Club Committee 2. Ensure the Social Club delivers the required level of service and facilities, within their means, for the benefit of the Club 	<ol style="list-style-type: none"> 1. Represent the football Club at Village Hall Management Committee 2. Ensure the Village Hall delivers the required level of service and facilities, within their means, for the benefit of the Club
Fiscal Authority	Spend approval with prior Committee approval	None	None